

## SENIOR LIBRARIAN

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult technical and administrative work overseeing and participating in library services; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Overseeing and participating in a specific phase of library operations; assisting patrons with library services; preparing and maintaining library records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides general library services at the circulation desk; registers patrons; charges and discharges materials; receives and responds to inquiries and complaints.
- Staffs reference desk; answers reference questions in person and by telephone; uses library catalog, reference books, internet and various library and subscription databases to find information; maintains reference transactions statistical sheet; prepares various reports.
- Plans, supervises, schedules and makes work assignments for subordinate and assigned program personnel; assists in recruitment and selection activities; evaluates performance; completes and maintains time and leave records.
- Instructs and assists patrons in use of internet catalog and print materials.
- Checks catalog for requested materials; takes interlibrary loan requests, verifies bibliographic information and forwards to appropriate person; notifies patrons of availability.
- Logs terminals on and off; troubleshoots problems; signs patrons up for internet use; verifies identification and assigns log in numbers.
- Plans, oversees and assists with the preparation and presentation of various programs including internet classes, children and adult programs, reader groups, etc.; proctors exams.
- Works on bibliographies on various subjects; accepts patron recommendations for collection development; assists in collection development planning; assists with weeding various collections.
- Maintains County government documents; maintains state and federal tax forms.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of reader interest levels; thorough knowledge of library reference, adult, children's and other library services; thorough knowledge of library system computer applications; thorough knowledge of library reference materials and research techniques; ability to maintain accurate records and statistics and complete accurate reports; ability to exercise initiative and independent judgment; ability to plan and supervise the work of subordinates; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's in library science is preferred and considerable professional library experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.